

Housing Finance Authority of Leon County
April 12, 2018
Meeting Minutes

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Marnie George, Vice-Chair
Dr. Jeffrey Sharkey, Secretary
Mr. Mike Rogers
Mr. Allen Stucks

MEMBERS ABSENT: Mr. Andrew Gay, Treasurer, excused
Ms. Gail Milon, excused

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Shington Lamy
Mitzi McGhin

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:03 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Vice-Chair George, Secretary Sharkey, Mr. Rogers, and Mr. Stucks. Treasurer Gay and Ms. Milon were excused.

Agenda Item #2: Approval of the April 12, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the April 12, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #3: Approval of the February 8, 2018 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the February 8, 2018 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Rogers. Motion passed unanimously.

HFA on how those funds would be spent (quarterly). Mr. Hendrickson stated that loans not funding by SHIP would be in a second group, with any repayments coming to the HFA.

Action Taken: No action necessary.

Agenda Item #6D: Lakes at San Marcos Occupancy Report

Mr. Hendrickson presented the quarterly report on occupancy.

Action Taken: No Action Required.

Agenda Item #6E: Escambia Marketing Report

Ms. Leigh reported on her work with Randy Wilkerson from the Escambia County HFA including meetings with lenders. She presented a marketing plan that would include advertisement in the Parade of Homes magazine and radio advertisements. Ms. Leigh stated that the effort would be funded by Escambia, the lenders, and with the consent of the Board the HFA of Leon County. A discussion of the plan followed.

Action Taken: Mr. Stucks motioned to approve the expenditure of up to \$1,500 of HFA funds on the proposed marketing plan, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #6F Legal Update

Mr. Mustian presented the proposed Interlocal Agreement between the County and the HFA. He stated that it included the plan for repayments of DPA loans, and other items of cooperation. Mr. Hendrickson noted that the plan would require the HFA to make decision related to HFA funding of County programs for the upcoming fiscal year at each June meeting. Mr. Lamy stated that the BOCC would consider the Interlocal Agreement at their May 8 meeting.

Action Taken: Mr. Stucks motioned to approve the Interlocal Agreement, and it was 2nd by Dr. Sharkey. Motion passed unanimously.

Agenda Item #6G “To-Do” List

Mr. Hendrickson stated that the to-do list was in the Board Packet.

Action Taken: No Action Required.

Agenda Item #6H Legislative Update

Mr. Hendrickson updated the Board on the final expenditure levels for housing programs in the state budget, and on the successful passage of legislation granting exemption from doc stamps to all HFA homeownership loans.

Action Taken: No Action Required.

Agenda Item #7A: New Business: Home Expo

Mr. Lamy presented a summary of events that would take place at this year’s Home Expo, and on his request for HFA financial support of the event. Mr. Stucks stated for the record that the approval would be a year-to-year decision.

Action Taken: Mr. Stucks motioned to approve the expenditure of up to \$1,500 of HFA funds on advertising related to the Home Expo, and was 2nd by Dr. Sharkey. Motion passed unanimously.

Agenda Item #7B Florida ALHFA Conference

Mr. Hendrickson asked Board members to let him know if they would be attending the conference, so that hotel reservations could be made, as well as processing travel advances. He also noted that the HFA needed to decide if it would be a conference sponsor this year.

Action Taken: Chairman Lewis directed the Administrator to place the sponsorship of the Florida ALHFA conference on the May HFA agenda.

Agenda Item #7C Possible Multi-Family Bond Deal

Dr. Sharkey stated that a developer had approached him concerning the possible use of bonds for the acquisition and rehabilitation of an apartment complex. Mr. Mustian asked Dr. Sharkey to provide details of his involvement with the developer so that a determination could be made on any ethics issues.

Action Taken: No action required.

Agenda Item #7D Ethics and Sunshine Training

Mr. Mustian offered to provide a basics on Ethics and Sunshine laws for the Board.

Action Taken: Chairman Lewis directed the Administrator to place the training on the Ethics and Sunshine laws on the June HFA agenda.

Agenda Item #7E Comments by Mr. Stucks

Mr. Stucks thanked the Board for the flower arrangement they had sent in memory of his wife.

Action Taken: No action required.

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:22 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: APRIL 12, 2018

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
		Administrator	3-15-18 to 4-14-18	\$ 3,583.33
1021	The Hendrickson Company	Administrator		\$ 3,583.33
	The Hendrickson Company	Operating Supplies		\$ -
		Legal	3-5-18 to 4-30-18	\$ 1,128.40
1022	Nabors Giblin & Nickerson	Legal		\$ 1,128.40

DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Office Depot	Copying	4/4/2018	\$ 194.94
	Office Depot	Copying	4/10/2018	\$ 10.08

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
		Administrator	2-15-18 to 3-14-18	\$ 3,583.33
1018	The Hendrickson Company	Administrator *2		\$ 3,583.33
		Insurance	2/9/2018	\$ 3,142.49
1017	Allied World Surplus Lines Insurance Company	Insurance *1		\$ 3,142.49
		Operating Supplies		
	The Hendrickson Company	Operating Supplies		\$ -
		Legal	1-2-18 to 2-27-18	\$ 827.80
1019	Nabors Giblin & Nickerson	Legal *2		\$ 827.80
		CDBG Rehab	3/13/2018	\$ 12,163.00
1020	Leon County	CDBG Rehab *2		\$ 12,163.00

DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	2/8/2018	\$ 102.13

*1 Insurance paid prior to meeting per Board direction on items with due dates between meetings (2-19-18)

*2 Administrator, Legal, and CDBG Rehab paid prior to meeting per Board direction on items with due dates between meetings (3-13-18)